

Charity Registration No. SCO35942

Company Registration No. SC268613 (Scotland)

COMMUNITY HOUSE LIMITED
DIRECTORS' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

TUESDAY



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COMPANIES HOUSE

COMMUNITY HOUSE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Rev. Michael Dawson (Chairman) Wendy Cowan Valerie Rose Eric Armour William McGrouther James Wilson
Secretary	Valerie Rose
Charity number	SCO35942
Company number	SC268613
Registered office	23 Maree Court ALLOA FK10 1QE
Independent examiner	Alexander J Fyfe, M.A.A.T., C.A., DChA. Morris & Young Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN
Bankers	The Royal Bank of Scotland Alloa Branch 19 High Street ALLOA FK10 1JF

COMMUNITY HOUSE LIMITED

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COMMUNITY HOUSE LIMITED

DIRECTORS' REPORT FOR THE YEAR 31 MARCH 2011

The directors present their report and accounts for the year ended 31 March 2011.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance & management

The charity is registered in Scotland under charity number SC35942 and is also a company limited by guarantee with Company Number SC268613.

Mrs Heather Burns had been unable to attend Committee meetings owing to other community commitments and therefore in accordance with the Constitution, was removed from membership of the Committee. During the year, the Rev. Muriel Willoughby joined the Committee. The Rev. Michael Dawson will be completing his term of office this coming September as Chair. Likewise, Mrs Cowan's term of office as Company Secretary will also expire this year.

The directors serving at the end of the year ending 31 March 2011 are therefore:

The Rev. Michael Dawson	Chairman
Mrs Wendy Cowan	Company Secretary
Mrs Valerie Rose	Treasurer
Mr. Eric Armour	
Mr William McGrouther	
Mr James Wilson	
The Rev. Muriel Willoughby	

Recruitment and Appointment of Management Committee

The Community House Limited is an ecumenical Christian based project open to people of all faiths and of none.

Trustee Induction and Training

New trustees are given background papers including the main documents, which set out the framework of the charity. They meet with the Project Manager to receive a briefing on the day to day work. Training sessions are arranged on the responsibilities of the Management Committee. Committee members are Disclosure Checked.

Constitution

As mentioned in last year's report, the Board felt the constitution was too restrictive and meant the Board was vulnerable by too tight a limitation on numbers of allowed Board Members.

The main changes to the Constitution are:

COMMUNITY HOUSE LIMITED

DIRECTORS' REPORT FOR THE YEAR 31 MARCH 2011

- Board membership should consist of not less than five members and not more than ten.
- The term of office on the Board shall be increased to a maximum of four consecutive years.
- The Project Manager may be invited to join the Board with full voting right but not able to hold office.

These proposed changes have been submitted to funders who are concerned and approval has been received from them all.

The proposed changes will be submitted to a special meeting of Members in April.

Funding

Again, all necessary funding has been in place. The Big Lottery have agreed to an extension of the period of their grant as funding has been received from other sources.

Main funders over the year have been; Moffat Trust; Fairer Scotland; Coalfields Regeneration. The Board is grateful not only to these bodies but also to other groups who have contributed to the House, not least to St. John's Episcopal Church. Funding from Coalfields Regeneration has now finished.

Over the past year, some members of the Management Committee have had meetings with Gary McGrow, representative of the Cranfield Trust. This has been with the intention of preparing a more professional Business Plan and other information to help with fund raising which will need to start again in 2012.

Property

There have been no significant problems but it will be necessary to put into effect a programmed redecoration.

At the beginning of the year (2011), the "Rent-free" arrangement with Clackmannanshire Council ended and Community House now pays rent at 50% rate which is £5000 p.a. The possibility of this had been foreseen and had been allowed for in the budget.

Risk Management

The Management Committee has carried out a review of the major risks to which the project is exposed and the issues raised are being addressed. The Project Manager carries out a risk assessment annually. Insurance risks have been carefully assessed and suitable procedures implemented. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. Care Commission requirements are also in place.

The need for external funding is a significant risk. Sources of ongoing funding have been identified and applications will be made on an ongoing basis.

Organisational Structure

Staff

Mrs Elaine McDonagh has continued in the post of Project Manager

During the year, Kelly Snadden was appointed Part time Project worker to fill the vacancy left by the departure of Jessica Poole.

COMMUNITY HOUSE LIMITED

DIRECTORS' REPORT FOR THE YEAR 31 MARCH 2011

The staff complement at the end of the year is:

Mrs Elaine McDonagh	Full time Project Manager
Mrs Marie Partridge	Full time Project worker
Miss Sharlene Haggarty	Part time Project Worker
Miss Kelly Snadden	Part time Project Assistant
Rosemary Whitelaw	Part time Project Assistant
Mrs Angela Gardner	Part time Cleaner
Sandra Quigley	Part time Administrative Assistant

We are helped by a number of volunteers of whom thirteen consistently help in various activities. Also, Community House provides training opportunities for people from Clackmannanshire Council Supported Employment Services. However, the difficulty of recruiting volunteers and potential leadership from the local community still remains.

Staff Training/Qualifications

Sharlene Haggarty successfully completed her course obtaining SVQ 3 (Early Years)

Mrs McDonagh has continued to monitor the relevant legislation and has provided staff training as required. Also she has maintained a monitoring of all staff. She has also introduced a series of staff meetings so that adequate and constructive communication exists amongst the staff who by nature of the work time schedules may not have regular contact with each other.

Objectives and Activities

The main aims are:

- To provide a safe place where children and young people will be listened to.
- To offer a wide choice of activities to children and young people.
- To enable children and young people to grow in confidence and self esteem.
- To encourage a positive view of the future by increasing the aspirations of children and young people.
- To offer senior citizens time to meet and share meals together and to promote Intergenerational Activities.
- To offer families with young children opportunities to meet and to share concerns and ideas.
- To encourage well being and provide Healthy Eating.
- To offer an alternative lifestyle to the locally prevalent drink and drugs culture.
- To treat all who come as individuals.

Activities

Over the last year there has been encouraging attendance in all activities and most have seen an increase in numbers.

COMMUNITY HOUSE LIMITED

DIRECTORS' REPORT FOR THE YEAR 31 MARCH 2011

New activities over the year are:

Partnership working with Princess Royal Trust for Carers (Alloa) with up to ten people attending.

Adult Craft Group

Outreach Group to Park Primary School

Property/equipment

No major repairs have been necessary over the year.

The annual review of Risk Assessment showed that Community House records were vulnerable to loss in the event of a fire in the property. A fireproof safe and fire resistant filing cabinets have been purchased to safeguard against potential loss.

Reserves Policy

The aim is to have a reserve of between 3 and 6 months of annual expenditure.

Financial review

The financial position of the charity is set out in the attached accounts.

Asset cover for funds

Note 12 sets out an analysis of the assets attributable to the various funds and description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Plans for future years

Future

A number of activities are now filling the House to its maximum capacity and in one or two cases young people have had to be turned away. The Committee recognises that consideration will have to be given at some time to the possible solutions to this problem either by enlarging the present premises or looking for a larger amenity in the neighbourhood.

Ideas for new activities include evening meetings for adults following the success of a few trial events. The nature of these events will largely determine the qualifications required for the intended new Part Time Project Worker. Experience has also shown the benefit of using Sessional workers and we anticipate more frequent use of them.

Conclusion

The Board wants to express its gratitude to the staff of Community House. They work efficiently and well together which makes a very pleasant environment for service users. The excellent leadership of the

COMMUNITY HOUSE LIMITED

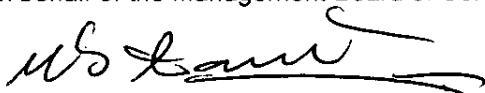
DIRECTORS' REPORT FOR THE YEAR 31 MARCH 2011

project by Elaine McDonagh is the main contributory factor to the above and her attention to detail is highly commendable.

With the staff at present the Board has every confidence that the excellent work of the House will continue.

The Board is also aware that in the present economic climate, considerable effort will be needed to sufficiently fund the programme of Community House. But, with the preparation work which has been done over the last year, we feel we will be able to produce compelling cases to our existing funders as well new ones.

On behalf of the Management Board of Community House

A handwritten signature in black ink, appearing to read 'Michael Dawson', with a long horizontal flourish extending to the right.

Michael Dawson

Chairman

Dated: 21 October 2011

COMMUNITY HOUSE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE DIRECTORS OF COMMUNITY HOUSE LIMITED

I report on the accounts of the charity for the year ended 31 March 2011, which are set out on pages 7 to 16.

Respective responsibilities of directors and examiner

The directors, who also act as trustees for the charitable activities of Community House Limited, are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 44 of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006;
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 and section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities and Regulation 8 of the 2006 Accounts Regulations;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alexander J Fyfe, M.A.A.T., C.A., DChA.

Morris & Young
Chartered Accountants
6 Atholl Crescent
PERTH
PH1 5JN

Dated: 24 October 2011

COMMUNITY HOUSE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
Incoming resources from generated funds						
Donations and legacies	2	3,010	-	640	3,650	2,683
Investment income	3	446	-	-	446	519
		3,456	-	640	4,096	3,202
Grants receivable	4	-	16,710	142,766	159,476	127,932
Total incoming resources		3,456	16,710	143,406	163,572	131,134
Resources expended						
Charitable activities						
The provision of recreational facilities	5	244	7,899	105,560	113,703	93,596
Governance costs		-	-	2,036	2,036	2,016
Total resources expended		244	7,899	107,596	115,739	95,612
Net incoming resources before transfers		3,212	8,811	35,810	47,833	35,522
Gross transfers between funds		(542)	-	542	-	-
Net income for the year/ Net movement in funds		2,670	8,811	36,352	47,833	35,522
Fund balances at 1 April 2010		34,764	(1,126)	88,005	121,643	86,121
Fund balances at 31 March 2011		37,434	7,685	124,357	169,476	121,643

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

COMMUNITY HOUSE LIMITED

BALANCE SHEET

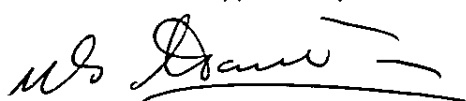
AS AT 31 MARCH 2011

	Notes	2011 £	£	2010 £	£
Fixed assets					
Tangible assets	11		1,307		1,744
Current assets					
Debtors	12	-		2,540	
Cash at bank and in hand		169,643		118,359	
		<u>169,643</u>		<u>120,899</u>	
Creditors: amounts falling due within one year	13	<u>(1,474)</u>		<u>(1,000)</u>	
Net current assets			<u>168,169</u>		<u>119,899</u>
Total assets less current liabilities			<u><u>169,476</u></u>		<u><u>121,643</u></u>
Income funds					
Restricted funds	14		124,357		88,005
Unrestricted funds:					
Designated funds	15		7,685		(1,126)
Other charitable funds			<u>37,434</u>		<u>34,764</u>
			<u><u>169,476</u></u>		<u><u>121,643</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 6 September 2011



Rev. Michael Dawson
Director



Valerie Rose
Director

Company Registration No. SC268613

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants, donations and gifts. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

1.3 Resources expended

Expenditure is recognised on an accruals basis as the liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between expenditure categories in the statement of financial activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	25% reducing balance
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COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Donations and gifts	<u>3,010</u>	<u>640</u>	<u>3,650</u>	<u>2,683</u>
Donations and gifts				
Restricted funds:				
Donations			640	-
			<u>640</u>	<u>-</u>

3 Investment income

	2011 £	2010 £
Interest receivable	<u>446</u>	<u>519</u>

4 Grants receivable

	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
The provision of recreational facilities	<u>16,710</u>	<u>142,766</u>	<u>159,476</u>	<u>127,932</u>

Included within income relating to the provision of recreational facilities are the following grants

	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
Fairer Scotland	10,110	30,890	47,600	33,403
Coalfields	-	17,161	17,161	41,908
Moffat Trust	-	10,000	10,000	-
Big Lottery	6,600	84,715	91,315	52,621
	<u>16,710</u>	<u>142,766</u>	<u>159,476</u>	<u>127,932</u>

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2011 £	Total 2010 £
Charitable activities					
<u>The provision of recreational facilities</u>					
Activities undertaken directly	75,255	437	11,558	87,250	78,077
Support costs	7,899	-	18,554	26,453	15,519
Total	83,154	437	30,112	113,703	93,596
CHECK ALLOCATION OF STAFF COSTS	(287)		287		
Governance costs	-	-	2,036	2,036	2,016
	82,867	437	32,435	115,739	95,612

Governance costs includes payments to the auditors of £nil (2010- £nil) for audit fees and £1,000 (2010- £1,000) for other services.

6 Activities undertaken directly

	2011 £	2010 £
Other costs relating to the provision of recreational facilities comprise:		
Healthy eating	3,871	3,650
Recruitment	435	714
Training fund	1,358	2,127
Electricity	984	788
Telephone	515	562
Arts & crafts	1,962	2,708
Gas fund	1,155	1,160
Outing fund	356	800
Stationery	605	783
Greggs breakfast club	317	-
	11,558	13,292

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

7 Support costs

	2011 £	2010 £
Office expenses	12,911	4,549
Premises expenses	5,643	2,888
Staff costs	7,899	8,082
	<u>26,453</u>	<u>15,519</u>

8 Governance costs

	2011 £	2010 £
Other governance costs comprise:		
Accountancy fees	1,000	1,028
Professional fees	1,036	988
	<u>2,036</u>	<u>2,016</u>

9 Directors

None of the directors (or any persons connected with them) received any remuneration or expenses during the year.

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2011 Number	2010 Number
Project Manager	1	1
Project assistant	2	2
Project workers	2	2
Administration	1	1
Cleaner	1	1
	<u>7</u>	<u>7</u>

Employment costs

	2011 £	2010 £
Wages and salaries	77,658	67,889
Social security costs	5,209	4,396
	<u>82,867</u>	<u>72,285</u>

There were no employees whose annual remuneration was £60,000 or more.

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2010 and at 31 March 2011	<u>4,576</u>
Depreciation	
At 1 April 2010	2,832
Charge for the year	437
At 31 March 2011	<u>3,269</u>
Net book value	
At 31 March 2011	<u>1,307</u>
At 31 March 2010	<u>1,744</u>

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

12 Debtors	2011 £	2010 £
Other debtors	-	2,540

13 Creditors: amounts falling due within one year	2011 £	2010 £
Accruals	1,474	1,000

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2010	Incoming resources	Resources expended	Transfers	Balance at 31 March 2011
	£	£	£	£	£
Salary fund	25,194	99,142	(67,643)	32,985	89,678
Cleaner	1,230	5,386	(3,717)	-	2,899
Recruitment	(135)	1,400	(435)	600	1,430
Telephone & internet	51	1,027	(515)	-	563
Stationery	359	964	(605)	-	718
Arts & crafts	909	3,109	(1,962)	-	2,056
Healthy eating	920	6,342	(3,871)	-	3,391
Training	1,164	1,800	(1,358)	-	1,606
Electricity	1,823	1,534	(984)	(1,400)	973
Gas	438	2,016	(1,155)	-	1,299
Outings	323	975	(356)	-	943
Cleaning materials	225	826	(736)	-	315
Clothing	140	390	(217)	-	313
Computer accessories	749	200	(710)	-	238
Decoration	153	750	-	-	903
Equipment	1,841	1,600	(1,938)	-	1,503
Equipment & repairs	2,087	1,250	(2,052)	-	1,284
Insurance	564	2,640	(1,340)	-	1,864
Maintenance contracts	(300)	2,419	(1,140)	-	979
Miscellaneous	330	332	(653)	-	10
Newsletters	1,741	300	(1,700)	-	341
Office equipment	720	638	(705)	-	654
Professional fees	436	2,000	(2,037)	600	999
Promotional materials	100	160	(157)	-	102
Sessional workers	3,576	2,000	(3,895)	-	1,681
Travel	432	460	(42)	(400)	450
Water	(250)	1,400	(956)	1,000	1,194
Website	2,017	200	(2,000)	-	217
Window cleaner	50	315	(170)	-	195
Building repairs	(58)	1,191	(403)	-	730
Community partnership team	59	-	-	(59)	-
Research	1,500	-	-	(1,250)	250
Greggs Breakfast Club	-	640	(317)	-	323
Rent	-	-	(3,827)	8,081	4,253
Fairer Scotland	3,340	-	-	(3,340)	-
Big Lottery	36,276	-	-	(36,276)	-
	<u>88,005</u>	<u>143,406</u>	<u>(107,596)</u>	<u>542</u>	<u>124,357</u>

COMMUNITY HOUSE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2011

14 Restricted funds

(continued)

The restricted funds represents Grants received for the purpose of supporting the Charity with office administration costs.

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2010	Movement in funds Incoming resources	Resources expended	Balance at 31 March 2011
	£	£	£	£
Salary fund project assistant fund	(1,126)	16,710	(7,899)	7,685
	<u>(1,126)</u>	<u>16,710</u>	<u>(7,899)</u>	<u>7,685</u>

Funds have been specifically designated during the year to cover the salaries of two project assistants.

16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2011 are represented by:				
Tangible fixed assets	1,307	-	-	1,307
Current assets	37,601	7,685	124,357	169,643
Creditors: amounts falling due within one year	<u>(1,474)</u>	<u>-</u>	<u>-</u>	<u>(1,474)</u>
	<u>37,434</u>	<u>7,685</u>	<u>124,357</u>	<u>169,476</u>

17 Related parties

The Charity presently operate on a rent free basis from premises owned by Clackmannanshire Council.